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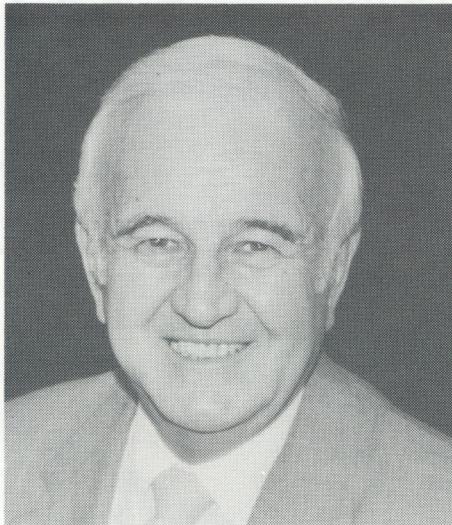
Who says there is no Christmas in July? Two recent reports have been released which clearly demonstrate how the generosity of State employees impact the lives of members of our community.

California State employees set an all-time record with the 1986 State Employees' Holiday Food Drive. Food donations amounted to 205,422 pounds while the cash contributions totaled \$41,700, representing a total food equivalent of 147.6 tons and exceeding the goal by 47.6 tons. Overall, State employees, with other Sacramento contributors, averaged 6.39 pounds per person. I am pleased to report that Department of General Services employees donated 25,388 pounds or 8.76 pounds per person.

Several agencies were notable standouts. The Department of Social Services donated a high of 53,158 pounds, 30.74 pounds per person. The per capita high was donated by the State and Consumer Services Agency at almost 263 pounds per person.

We have also just received the final figures on the March of Dimes WalkAmerica event on April 2, 1987. 107 walkers from the Department of General Services raised \$13,359. Among State departments, DGS placed third to Department of Motor Vehicles (\$38,000) and Employment Development Department (\$35,000). See story on page 10.

Both of these commendable efforts owe their success to the State employees who are so generous with their time and money. Thank you for your awareness of public need and helping to make life easier for so many fellow Sacramentans.



A New DGS Smoking Policy

Cigarette smoking is the most significant cause of premature and preventable death in the United States today! Yet more than 50 million Americans — almost one of three adults — still light up every day. According to the Offices that responded to a departmental survey conducted by the Office of Insurance and Risk Management, 739 DGS employees are smokers.

As of July 1, 1987, a revised departmental smoking policy has gone into effect. The DGS policy is in response to Governor Deukmejian's Executive Order D-62-87. The smoking policy reads as follows: *"It is the intent of the Department to provide a work environment which is as free as is practicable of tobacco smoke and its undesired effects. This policy is applicable to all DGS employees in all Department facilities or other areas controlled by the Department, whether leased or owned, including space in buildings shared with other agencies or businesses."*

"Smoking is prohibited in all hallways, stairways, lobbies, elevators, lounges, restrooms, conference or meeting rooms, classrooms, supply rooms, equipment rooms, reception areas and work areas, including enclosed and/or private offices."

"Smoking may be allowed in designated smoking areas, such as cafeterias, balconies, courtyards, outside building entrances, atriums."

"Smoking breaks" will be taken at the discretion of the employee's supervisor in lieu of regular breaks or rest periods."

In accordance with the policy, office chiefs are responsible for designating smoking areas at their locations. These designated areas should be located in outside areas or in areas where the air conditioning system will ensure smoke is not recirculated to nonsmokers.

Recognizing the health threat that cigarette smoking causes to smokers and nonsmokers alike (those who breathe smoke in the air) the Department is sponsoring smoking cessation courses statewide. These courses will be conducted by organizations such as the American Lung Society and the American Cancer Society.

If you are interested in attending a course, contact your training coordinator for the time, date, and place.



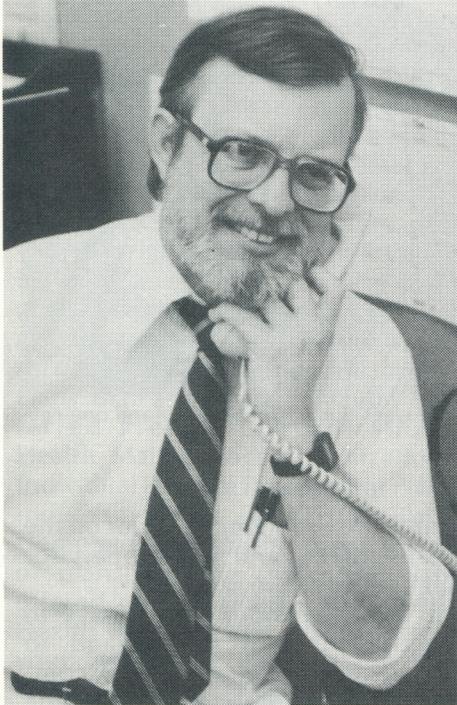
Upon his retirement, Chief Warrant Officer Joe Borges, Dept. of Military, was presented a Certificate of Appreciation from DGS Director, W.J. Anthony for his participation in the State Employees' Holiday Food Drive. The Dept. of Military donates personnel and trucks each year to help deliver the collected food to the recipient agencies. Joe coordinated this worthwhile effort. Robert C. Thrasher Adjutant General (r) and Lucy Borges also attended the presentation.

Employee Spotlight:

MARSHALL CLARK

— Saving Energy, Saving Dollars

by Lynn Wiley, Office of Energy Assessments

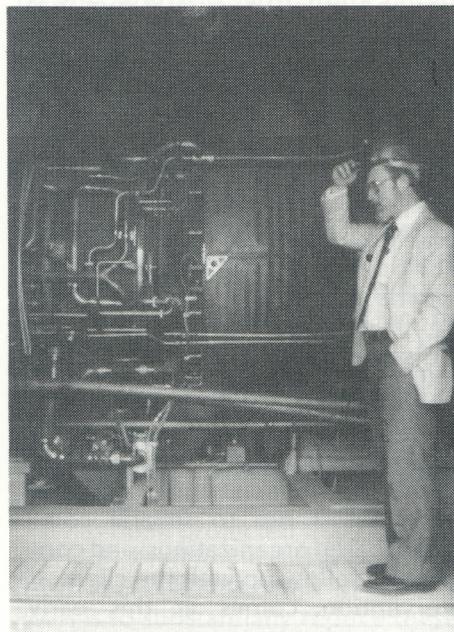


The next time you open your monthly utility bill, only to find that — despite your best attempts at conservation — the bill has gone up *again*, consider this: the State's bill for supplying energy to State-funded institutions is over \$25 million every month! Just as increasing energy bills at home reduce the amount of money you have to spend, the State's energy bills take an ever-increasing percentage of its budget and reduces the funds available for essential services. There are, of course, options available to the State for conservation and energy savings in its facilities: lights can be replaced, buildings insulated, cogeneration plants constructed. But these changes are expensive, right? Right. They require months of planning and review, right? Right. All this costs the State a lot of money, right? **WRONG!** In fact, Marshall Clark, an Energy Resources Specialist II for the Office of Energy Assessments has been coordinating similar energy (and dollar) saving projects at no cost to the State for the last several years.

When Metropolitan State Hospital

administrators in Norwalk found that increasing energy costs were taking too much of their budget, they decided to construct a cogeneration plant. This would allow them to produce both electrical and thermal energy from the same source, thus saving on energy costs. Marshall determined that the best way to finance this \$29 million project would be through a "third party" or "private sector" investor, one willing to finance and operate the plant for a return on their investment.

Once the type of financing was determined, the real work began. Marshall first completed a financial analysis of the project taking into consideration construction costs and delays, estimating the amount of energy the project would save, and forecasting energy prices — always a risky business — for the next 20 to 30 years. At the same time, he was involved in negotiations with the "third party" to develop an acceptable contract as well as coordinating the host of consultants, engineers, and lawyers required to complete a project of this size.



Marshall touring the cogeneration plant in Norwalk.

All Marshall's hard work paid off. Construction of the cogeneration plant at Metropolitan State Hospital is near completion and expected to save the State more than \$79 million over the next 30 years. This is only one of several projects Marshall is managing.

Marshall's job as a Project Manager requires him to play a diversity of roles. Among them: counselor, to gain the cooperation of all parties involved; banker, to make the financial decisions necessary; and psychic, to predict the best gas and oil price forecasts — a decision crucial to the success of the project.

It's obvious to those around him that Marshall loves his work. But then, who wouldn't enjoy the knowledge that they have been responsible for coordinating a project that not only saves precious energy but also saves the State millions of dollars. Marshall's only lament, "If only I worked on commission..."

DGS Employee Featured Artist at River City Quilts Guild Annual Show

Phyllis Day, Department of General Services, Telecommunications Division, will be honored as featured artist at the River City Quilt Guilds' annual show to be held October 16, 17 and 18, 1987, at the Scottish Rite Temple, Sacramento, California.

According to Phyllis, quilting has enriched her life in many ways. As a child she envied her sister's drawing ability and thought that drawing was the only way to be creative. However, with needle, thread and fabric, her creative ability has won awards at the California State Fair and River City Quilt shows. In her travels she has met many interesting people through her interest and expertise in quilting.

While traveling through Indiana, Ohio and Pennsylvania, she met Amish people and discovered that although many of their customs are different, a common bond quickly united them in their mutual interest of quilting.

She has made many quilts and presented them to family and friends to let them know how important they are in her life. Phyllis is a past president of the River City Quilt Guild and has served as Chairperson of a River City Quilt show in the past.

EAP is There to Help

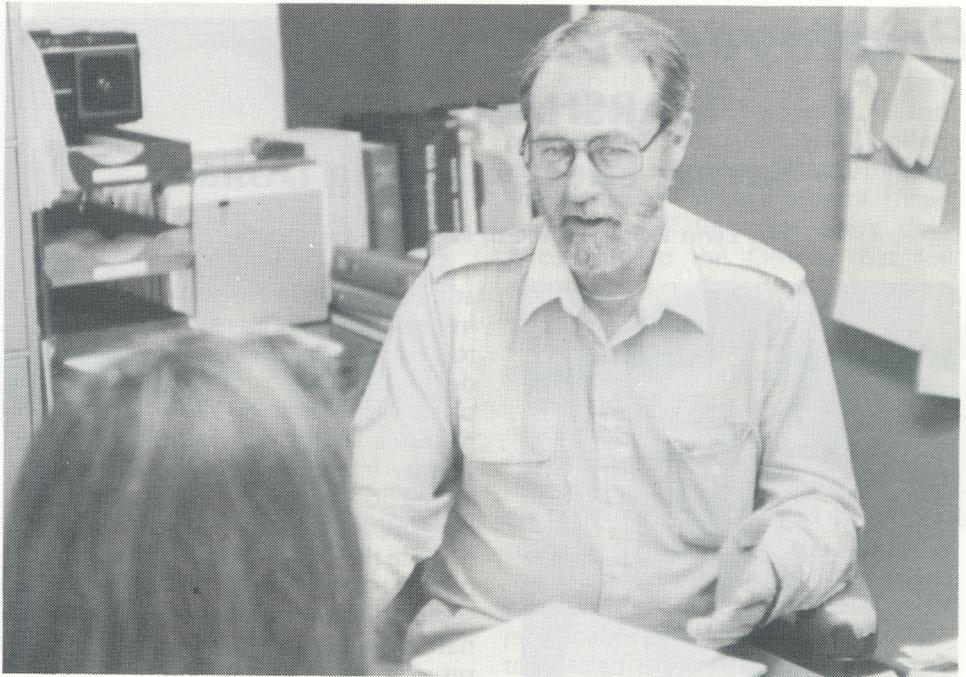
Help is just a phone call away and 455 DGS employees can attest to that fact. During the past four and one-half years that many employees have participated in the Employee Assistance Program (EAP).

Darryl Jones, a licensed counselor and a twenty-four year veteran state employee, manages the departmental program through the Training Section, Office of Administrative Services.

"I am an on call 'personal problem troubleshooter/handyman' and a health advocate," says Jones. "Many times people come with problems, usually ordinary everyday kinds of things, that have become distractions, both at home and on the job. Through the course of a conversation, but not unless you sit and listen carefully and long enough, doors open and out comes oodles of information about the personal problem. Through this process I can make an assessment of what is wrong. Perhaps they just needed someone to listen to them and not judge them. The strength of the program lies in the fact that it maintains a supportive/neutral nature and confidentiality is, above all, the cherished property of the program."

This is not just a drug/alcohol program, Jones is quick to point out. Studies have shown that in a work force of any sufficient sample size, 25% of the employees will be adversely affected by some personal problem. Of this 25%, 10%-15% are chemically dependent; that includes prescription drugs, diet pills, as well as caffeine and 10%-15% have a garden variety of personal problems. At DGS, the statistics are no different, 5%-7% of the EAP clients are alcohol/street drug dependent and 3% are prescription drug dependent. However, the vast majority of those who use the help provided by the EAP are experiencing different kinds of problems such as bereavement, career planning, child care, divorce, financial worries, legal, parenting, to even finding a ride to work.

The EAP is a problem solving resource for everyone, not just the rank and file. According to Jones, one-third of the EAP clients come



Darryl Jones, EAP Coordinator, has counseled 455 employees during the past four and one-half years of the program.

from designated positions, some at very high levels.

The typical case goes like this:

Client: Female, 25 years old, married with two children.

Education: High school graduate, attending a community college.

Problem: Client using excessive sick leave, has problem with punctuality and is making too many personal phone calls on the job. Supervisor perceives her as defiant. Employee doesn't know what is wrong. She is afraid of losing her job and is ashamed of her behavior. She resists going to EAP because she is embarrassed and doesn't think she needs it ("I can whip this myself" is her attitude).

Reluctantly she calls the EAP office. She and Darryl talk. Through the course of conversation, it comes out that she is exhausted, in debt, stressed out, has few problem solving skills, is experiencing marital problems, and has begun using cocaine.

Although not yet drug dependent, she needs professional guidance in the areas of drug use, marriage and family, and financial and child care. Darryl refers her to several community based organizations, and continues to follow up with the client. If intervention comes at this early point, says Jones, the success rate is 95%. The client is better able to

handle the problem; behavior on the job improves, and both supervisor and employee are satisfied.

It has taken boundless energy to get the program started and to nurture it. The geographical complexity of the Department has made the task more difficult. "It is hard to communicate across great distances," Darryl explains.

For this reason, a liaison person will be selected in the Los Angeles area. This employee will work closely with Darryl and will be a local resource person that any employee can go to for assistance on how to use the program. A program liaison is also being planned for the San Francisco Bay area.

In addition to managing the EAP program, Darryl teaches about 600 hours of classroom time. He never misses an opportunity to discuss the EAP in his classes and he says he is currently working on posters and pamphlets to keep the program visible.

This program doesn't exist alone, he stresses. It is part of a whole program and management philosophy to keep employees healthy and on the job. The most positive aspect of the program, states Jones, is that "this Department's administration truly supports the concept of organizational health through employee health."

Health Benefits Open Enrollment

by Joyce Gibson, OAS

The Public Employees' Retirement System (PERS) will hold open enrollment for its health benefits program during the month of September 1987. During September eligible employees and annuitants may enroll, change plans or add eligible family members who are not currently enrolled in a health benefits plan.

The PERS benefits program provides a variety of health benefits plans for eligible employees. These plans are either contracted for by PERS or are approved plans that are sponsored by employee organizations. Plans that are offered include Preferred Provider Organizations, Health Maintenance Organizations, Individual Practice Prepayment Plans, Indemnity Plans, and Trust Plans. Complete descriptions of each type of plan, and the individual plans offered, are contained in PERS's Basic Health Plans booklet available from your attendance clerk or the Personnel Section. The booklet also contains detailed information on eligibility and enrollment procedures.

All General Services employees are encouraged to read the PERS booklet and enroll or change their benefits program to meet their individual needs. If after reading the booklet, employees with questions regarding eligibility or enrollment procedures, should contact their Attendance Clerk or the Personnel Section.



On The Cover:

Well within budget and completed two months ahead of schedule, the State of California's newest parking garage officially opened for business on August 3, 1987.

Located in downtown Sacramento on P Street between 11th and 12th, the 800-space garage is owned and operated by the Department of General Services.

State, local, and private officials celebrated the opening of the garage
(Continued on page 7)

A New Workers' Compensation/ Safety Coordinator Appointed



Susan Steiger, the new Workers' Compensation Safety Coordinator.

A native Sacramentan, graduated from local schools and the University of California, Davis, Susan Steiger was recently appointed as the *Workers' Compensation/Safety Coordinator* for the Department. She brings to the position an extensive background in the areas of workers' compensation and return-to-work. Prior to her DGS appointment, Susan worked for ten years for the State Compensation Insurance Fund as a Claims Adjuster and Vocational Rehabilitation Coordinator. Prior experience also includes an appointment to the Department of Industrial Relations' Rehabilitation Bureau as a Rehabilitation Consultant/Hearing Officer.

As Management's advocate in the area of workers' compensation and safety, Susan's role is to provide expertise/counsel to Management, specifically Office Chiefs in these areas. Building on the good safety record established in the Department the program emphasis will now be in the workers' compensation area, where efforts will be made to lower these costs.

It has been projected that DGS will spend \$1.7 million in this area during fiscal year 1987/88. One of Susan's goals is to substantially reduce these costs by taking a more active role in the settlement area.

"Accident prevention is the best way to stay out of the workers' compensation system," said Susan. "However, in the event of an accident/injury, emphasis will be on successful return-to-work and active coordination with SCIF for smooth benefits and case finalization."

As a result of a reorganization of activities in the Office of Administrative Services (OAS) Susan will now be under the direct supervision of Les Wickey, Manager, Employee Relations Section. Accordingly, this position will take on a new role in evaluating health and safety grievances and providing support in representing the Department on health and safety issues with employees and their union representatives.

Another one of the many duties in coordinating the active DGS Workers' Compensation/Safety Program is to write the safety column for *OUTLOOK*. Susan's column will appear in the next issue.

In her spare time, Susan says she enjoys outdoor sports like skiing, sailing and bicycling. She also enjoys house renovation. In fact, she currently lives in a 1911 built California bungalow style home in downtown Sacramento that she personally restored to its era, complete with new wiring and plumbing.

State of California
GEORGE DEUKMEJIAN, Governor

State and Consumer Services Agency
SHIRLEY R. CHILTON, Secretary

DEPARTMENT OF GENERAL SERVICES
William J. "Tony" Anthony, Director

OUTLOOK

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W.J. Anthony, Director, congratulates the recent Merit Award recipients. (l to r) Shirley Anne Pernich, Marianna Stevens, Gene Albert, Leo T. Vaughn, and Mary Anne Riehl-Campos.

\$1,655 in Merit Awards

Eight DGS employees collected a total of \$1,655 in Merit Awards. At an awards ceremony held in the Director's Office on July 2, 1987, W. J. Anthony presented Certificates of Award to the following individuals:

Marianna Stevens, Staff Services Analyst, Office of Administrative Services, recommended the elimination of the control card used for identifying unsuccessful candidates in the testing process. In its place she recommended an alternative procedure using an Eliminated List. The State Personnel Board recommended an award of \$100 based on the Improved Procedure Scale. This is the maximum award on the scale.

Gene A. Albert, Office Assistant II, Office of Fleet Administration, recommended that OFA, in the State Garage, tie a cord or rope to the air, water and oil hoses that are suspended from the ceiling so that shorter people can reach them without having to jump from a 6" curb. Based on the Improved Safety Scale, Gene was awarded \$550.

Mary Anne Riehl-Campos, Assoc. Governmental Program Analyst, Office of Administrative Services recommended two clarifying changes to two different Department of Personnel Administration Merit Award forms. These changes assist evaluators when evaluating employee suggestions. DPA awarded Mary Anne \$45 for one suggestion and \$50 for the other.

Shirley Anne Pernich, Account Clerk II, Telecommunications Division, recommended that payment checks to vendors be consolidated by one individual and placed into a discounts schedule prior to sending to the Electronic Accounting Machine. The consolidated processing by one person enables the Department to take virtually all discounts rather than lose some through independent processing. Based on the improved Procedure Scale, Shirley was awarded \$35.

Leo T. Vaughn, Janitor, OB&G, recommended that restroom symbols be placed on the wall next to the recently installed fire doors in OB #1. The fire doors obstruct the view to the restroom and visitors to the building were continuously asking employees for the location of the restrooms. Based on the Improved Procedure, Leo was awarded \$50.

The following individuals were not present at the ceremony, but they also have submitted employee suggestions that have been adopted and implemented.

Angela E. Grabach, Bookbinder II, OSP, recommended that the OSP job number be placed on the production label, enabling better tracking of jobs at the plant. Based on the Improved Procedure Scale, she was awarded \$55.

William C. Buscher, Groundskeeper, OB&G and **Robert B. McGee**, Laborer, OB&G, recommended the repair of an unsafe elevated sidewalk

located near the handicapped parking area at the Chula Vista DMV. The DMV recommended a Safety Award of \$775 to be split equally between the two.

Safety Awards — Two DGS Employees Honored

Two DGS employees, Sergeant **Clyde D. Wilson**, California State Police and **Joe Carroll**, Telecommunications Division, were honored at the 7th Annual Governor's Employee Safety Award Ceremony. In celebration of National Safety Week, the ceremony was held June 15, 1987 at the Sacramento Community Convention Center. They were among the 79 State employees who were honored for their individual contributions to safety in the work place.

This year's event honored the highest number of recipients since the awards program began. Individual accomplishments represented safety improvements in several areas including care for the disabled, chemical and hazardous substance handling, emergency preparedness, forest fire prevention, highway maintenance, law enforcement, motor vehicle operation, and park management. Among the honorees were individuals like Gregory Gadsby, an EDD employee who risked his life and suffered a hatchet attack to wrestle a rifle from an assailant who was aiming it at Gadsby's co-worker.

Although neither Sergeant Wilson nor Joe Carroll risked their lives, they both, through their concern for safety on the job, have saved lives and reduced injuries.

Sergeant Wilson has trained 2,600 State employees in the Sacramento area in procedures to prevent the worsening of injuries to persons already injured and the correct action to assist the disabled and persons requiring special assistance to evacuate in emergencies. He oversees the development of emergency plans so that employees can take proper action to reduce injury and loss of life. Above and beyond the scope of his duties Sergeant Wilson developed a comprehensive training course for the State Police dispatchers and uni-



W.J. Anthony, Director, congratulates Sergeant Clyde D. Wilson and his family at the Governor's Employee Safety Awards Ceremony.

formed personnel concerning hazardous waste.

Joe Carroll has personally contributed to the safety of DGS employees through his comprehensive and specialized training in the areas of electrical and radiation hazards, eye protection when using chemicals, and lifting techniques for handling radio and test equipment. Joe also volunteers his time to instruct First Aid/CPR both on and off the job. Joe's expertise, perseverance, and enthusiasm make him an important part of the DGS safety team.

Both Joe's and Clyde's families attended the ceremony. Loren Kaye, Governor's Deputy Cabinet Secretary presented the awards. He was assisted by DGS Director W. J. Anthony. The program is sponsored and coordinated by staff at the Office of Insurance and Risk Management.



Joe Carroll and his wife are congratulated by W.J. Anthony, Director, at the Governor's Employee Safety Awards Ceremony.

On the Cover...

(Continued from page 5)

on July 27th, 1987 with an official ribbon breaking ceremony.

The design of the six-story garage incorporates space for commercial establishments on the ground floor on P Street. Limited public parking will also be available.

W.J. Anthony, Director, drove the car to break the ribbon. He was accompanied by Robert E. Allen, Architect, with the firm Bull, Volkmann, & Stockwell who designed the garage and Tim Murcheson, Project Manager, NVE Constructors, Inc.



Exterior view of the recently opened State Garage on P Street between 11th and 12th. The 800-space garage incorporates space for commercial establishments on the ground floor on P Street.

Labor Day CAUSE for CELEBRATION

"Labor is one of the greatest elements of society — the great substantial interest on which we all stand. No feudal service or predial toll...but labor, intelligent, manly, independent, thinking and acting for itself, earning its own wages, accumulating those wages into capital, educating childhood, maintaining worship, claiming the right of the elective franchise, and helping to uphold the great fabric of the state — that is American labor; and all my sympathies are with it, and my voice, 'til I am dumb, will be for it."

—Daniel Webster

by Corinne Brown
Personnel Assistant, OAS

A Day In The

Our day begins early a.m. with aspirations that it will be more normal than yesterday. However, being a Personnel Assistant (PA) we have accepted the fact that there are no normal days or any less hectic ones, for that matter.

Like all employees, we have numerous and continuous deadlines to meet to assure that you (DGS employees) receive your payroll warrant correctly and timely. After all, payroll is our primary responsibility.

In reality, getting you your check is only a small part of the total workload. Nonetheless, to ensure that payroll is timely and correct, each month several documents have to be processed, including ones that you as an employee are responsible for completing and submitting.

We work closely with the State Controller's Office, the State Personnel Board and the Department of Personnel Administration, analyzing and interpreting the rules and regulations that we apply to process the various personnel transactions.

Currently in the Personnel Transactions Unit, there are 39 Personnel Assistants, one PA IV, one PA III, eight PA II's and 29 PA I's. The typical PA I assignment includes an employee roster of two-hundred plus employees. With the roster comes the responsibility for ensuring that all employee personnel documents and payroll transactions are processed for each of these 200 employees. Some employee transactions are more demanding and involve more time than others. The majority of us work extra hours to keep up with the demands of our current assignments.

In addition to maintaining employee records we also have numerous other projects and reports to prepare such as subpoenaed records, verify employment for loan applications, maintain leave-credit balances, etc. The advent of collective bargaining has had a significant impact on our workload.

Collective Bargaining has brought with it twenty different contracts, eleven of which impact DGS, seven different salary schedules and conversion charts, two new retirement op-



There are currently 39 Personnel Assistants in the Transactions Unit, one PA IV, one PA III, eight PA II's and 29 PA I's.



Artie Carsley, (l) PA IV is the Transactions Unit supervisor. She is assisted by Berge Ochikubo, (r) PA III.

Life Of A PA



(l to r) Judy Burnett, Seasonal Clerk, Penny Peters, OA II and Sandy Wong, OA II are the first people to greet you when visiting the Personnel Transaction Unit located at 915 Capitol Mall, Room 510. They answer the telephone and refer calls to the proper PA as well as handle counter visits from DGS employees and the public. They are responsible for distributing the mail, typing, filing and maintaining inventory. They are an important part of the total function of the Personnel Transactions Unit.

tions and numerous special projects. We are continually learning to juggle our daily priorities.

We care about you and the personnel transactions that affect you. We do our best to provide you with uninterrupted service. Our goal is timely and accurate service!

To achieve our goal we need your cooperation; actually it's a team effort. We need you to provide us accurate and up-to-date information. We base our processing of documents on what we receive from you or your office. As in the case of the benefit enrollment form; if these forms are not kept current it may affect your benefit coverage somewhere down the line.

We need to know if your family size has increased, if your tax status has changed or if there has been any other significant event in your life.

Today, in spite of all the wonders of modern technology and office automation, our efficiency is still dependent upon you providing us with current and accurate information.

It is difficult to describe our daily routine; it changes constantly. What was the correct procedure or rule yesterday, may have changed and be entirely different today. The "lingo" used in personnel transactions is a language of its own.

Regardless, our message to you is that PA's are a group of dedicated individuals whose primary interest is to provide quality service to you — the EMPLOYEE. To accomplish this we frequently need your assistance to provide us with information about changes in your life that impact your personnel status and/or benefits. Together we can achieve our goal.

We have recently moved. Our office is now located on the 5th floor of 915 Capitol Mall, Room 510 and we invite you to join us for an OPEN HOUSE on Wednesday, September 9, 1987. (See invitation on page 10.)

***A Personnel Assistant
processes 28 documents
in order to hire an
employee new to state
service.***

The Personnel Assistant's Friends

No matter where we turn
we're bound to see,
a 639, GS-7,
or a 673.

637's,
616's by the score.
And pages and pages
of 644's.

CD-155,
608,
this is the fuel
that runs the State.

OAS-60,
GS-23
and the P.A.'s companion,
the 603.

CD-46,
and 672.
Enough HBD-12's
to make you turn blue.

ASD-950,
674's,
and piles and piles
of 634's.

607, 612,
and 636.
There's a 650,
and a CD-66.

But numbers aren't all
that run General Services,
initials and acronyms
contribute to our nervousness.

EARs, PARs,
PERS and PAM.
Please don't forget
SAM and DAM.

There's D.P.A.,
P.P.P.M.,
S.C.O.,
and P.T.M.

S.P.B., P.P.M.
all this mess
can be as overwhelming
as the I.R.S.

These help us at our jobs,
but for the work that remains
we use the best tools of all,
which are, our brains!!

—Erin J. House
Personnel Assistant I

107 Participate in 20-Mile WalkAmerica

107 DGS walkers collected \$13,358.56 in pledges for the March of Dimes WalkAmerica held on Sunday, April 26, 1987.

In the State Agency Category, the Department received third place for the amount of pledges collected. DMV was first and EDD was second.

The top money raisers in the Department by Office were:

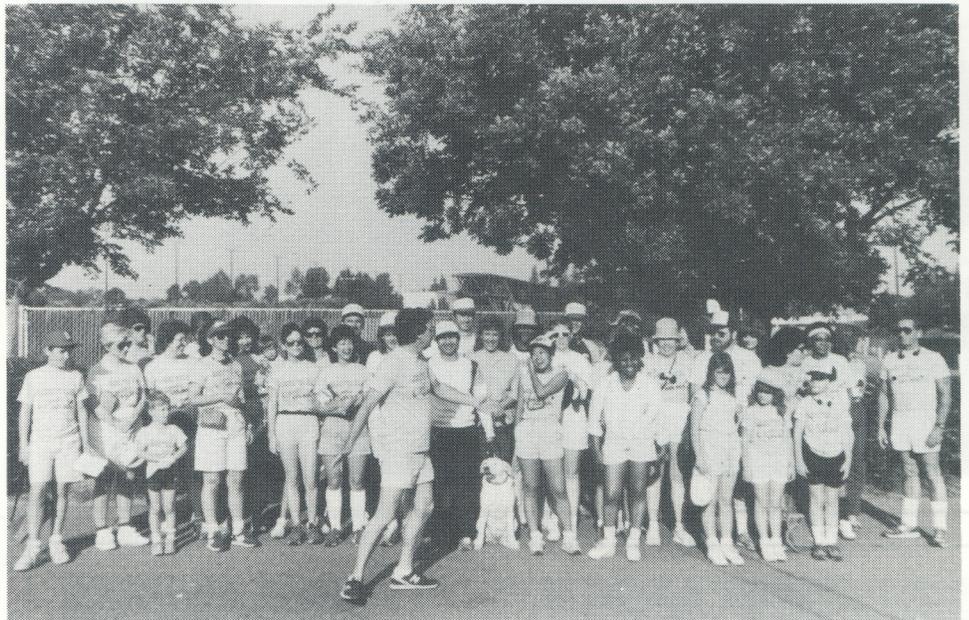
Support Services	\$2503
State Printing	\$1883
Fiscal Services	\$1717

The top money raisers in the individual category were:

Mary Lou Sommerdorf (OSP) ..	\$597
A. L. Dixon (OFS)	\$550
Llahya Patel (OSS)	\$503
Denise Cobb (OAS)	\$443
Fakhri Alereza (OEA)	\$424

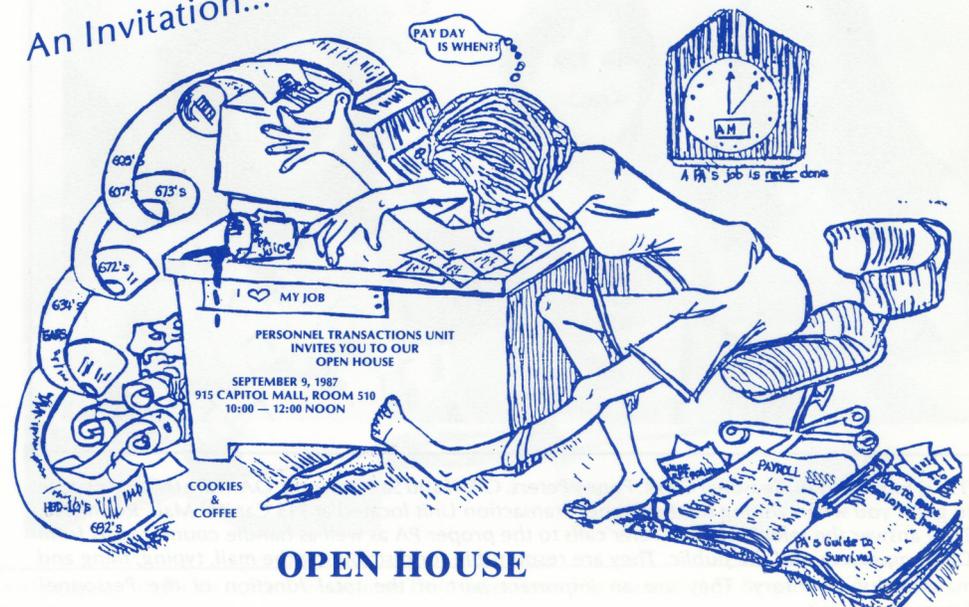
Casey Randall, Chief, OFA, coordinated this year's efforts.

Thanks to all who participated in this year's Teamwalk.



Group shot of the DGS participants in the March of Dimes WalkAmerica.

An Invitation...



OPEN HOUSE

Department of General Services Training Course Schedule September — December 1987

AFFIRMATIVE ACTION (8:00 a.m.-4:00 p.m. each day)
Section 1: November 12 & 13

CAREER GOALS: A SKILLS ANALYSIS (8:00 a.m.-4:00 p.m.)
Section 1: September 11
Section 3: November 9

CAREER PLANNING WORKSHOP (8:00 a.m.-12:00 noon each day)
Section 1: October 1, November 10, & December 11

CIVIL SERVICE EXAMINATION WORKSHOP (8:00 a.m.-12:00 noon each day)
Section 1: October 5, 6, 7, 8, & 9

COMPLETED STAFF WORK (8:00 a.m.-4:30 p.m.)
Section 1: September 28

DEVELOPING YOUR LEADERSHIP SKILLS (8:00a.m.-4:00 p.m. Day 1 & 2)
(8:00 a.m.-3:00 p.m. Day 3)
Section 1: November 3, 4, & 5

INVESTMENT IN EXCELLENCE *8:00 a.m.-4:00 p.m. each day
Section 1: September 14, 15, 16 & October 19
Section 2: September 23, 24, 25 & October 20
Section 3: October 5, 6, 8 & November 6
Section 4: October 13, 14, 15, & November 20
Section 5: October 28, 29, 30 & November 25
Section 6: November 17, 18, 19 & December 21
Section 7: November 30, December 1, 2, & January 8
Section 8: December 16, 17, 18 & January 19
Section 9: December 28, 29, 30 & February 4

MANAGING COMMUNICATION THRU ASSERTION (8:00 a.m.-4:00 p.m. each day)
Section 2: October 26 & 27
Section 3: November 23 & 24
Section 4: December 3 & 4

MANAGING & SURVIVING ORGANIZATION STRESS (8:00 a.m.-4:00 p.m. each day)
Section 2: September 29 & 30
Section 3: December 14 & 15

MANAGEMENT BRIEFINGS (Day 1, 8:00 a.m.-4:00 p.m.)
(Day 2, 8:00 a.m.-12:30 p.m.)
Section 1: October 7, & 9

NEW EMPLOYEES ORIENTATION AM Classes (8:00 a.m.-11:00 a.m.)
PM Classes (1:00 a.m.-4:00 p.m.)
Section 3: October 9 (p.m.)
Section 4: November 16 (a.m.)
Section 5: December 22 (a.m.)

SUPERVISORS' FORUM (8:00 a.m.-4:00 p.m. each day)
Section 1: October 21, 22 & 23

SUPERVISORY DEVELOPMENT PROGRAM (SDP) (8:00 a.m.-4:00 p.m. each day)
Section 1: (Week A): September 1, 2, 3, 9, & 10
(Week B): April 6, 7, 8, 14 & 15, 1988
Section 2: (Week A): November 16, 17, 18, 19 & 20 (Los Angeles)
(Week B): April 25, 26, 27, 28 & 29 (Los Angeles)
Section 4: (Week B): November 2, 3, 4, 5 & 6 (San Francisco) (Rescheduled)
Section 5: (Week B): July 13, 14, 15, 16 & 17 (Los Angeles)
Section 6: (Week B): August 3, 4, 5, 6 & 7
Section 7: (Week B): December 7, 8, 9, 10 & 11

TIME MANAGEMENT (8:00 a.m.-12:00 noon)
Section 1: September 21

TRANSACTING WITH PEOPLE (8:00 a.m.-4:00 p.m. each day)
Submit Training Request For "Next Available Session"

YOUR TELEPHONE PERSONALITY (8:00 a.m.-4:00 p.m. each day)
Section 2: October 16

Investment in Excellence A New Training Program For Every Employee

Have you ever wondered why some people are able to do more, produce more and still have time to enjoy life? Through the new training course, *Investment in Excellence* you too, can acquire the techniques for controlling outcomes on your job and in your personal life.

The *Investment in Excellence* program, sponsored by the DGS Training Office, is a four-day, video-based program including one three-day seminar with a one-day follow up about a month later.

Typical results from attending the four-day seminar are:

- Improved self-confidence and higher expectations.
- Improved interpersonal relationships and teamwork.
- Improved job performance.
- More positive attitudes and feelings.
- Improved problem solving and readiness for change.

This program has been attended by most of the Executive Management Team and Office Chiefs. "My Executive Staff and I strongly encourage every employee in the Department to volunteer to attend this training program." said Director, W. J. Anthony. "The beneficial results are expected to far outweigh the investment of four days of time."

All employees are eligible to attend and attendance is strictly voluntary.

Classes are to be held at all geographic locations throughout the State where there is a sufficient number of interested employees.

For further course information, contact your Office Training Coordinator.

**LIFE is an
opportunity
... take it.**



Hispanic Employment Link Program (HELP)

by Louis B. Loera

The State Personnel Board recently held hearings and approved a proposed demonstration project known as the Hispanic Employment Link Program (HELP). The HELP project is currently awaiting legislative review and public comment for ninety days before implementation. Implementation is expected in September 1987.

The purpose of HELP is to provide an alternative means to hire Hispanics into entry level jobs. The project was established as a result of the State Personnel Board's concern with the low representation of Hispanics in the State Civil Service workforce. A demonstration project under Government Code Section 19600 et Seq, permits the State Personnel Board to explore special employment procedures.

HELP will permit the use of alternate selection and appointment procedures in lieu of the traditional examination process. The major component of HELP is a "Quick Placement Approach" which involves:

1. The Establishment of Parallel Hispanic-only Classes for Existing Target Entry Level Classes

A competitive examination will be conducted for Hispanics only using continuous testing for identified target entry classes.

2. Delegation of Examination Administration to Participating Departments

General Services may request delegated authority to test for any of the identified classes since it is decentralized in examination administration.

3. Examination of Applicants for the Parenthetical Classifications

This means that the exam plans remain essentially the same as non-parenthetical classes but would include continuous testing, establishing instant list, use rule of the list feature and any other selection techniques which will improve the timing of the selection process.

4. Eligibility to Participate in HELP Project Would Be Limited to "Hispanics" as Defined by the State Personnel Board's Affirmative Action Goal Setting Process and the U.S. Census Bureau

The Department of General Services may recommend to the SPB some classes that could be used for Hispanic recruitment and are unique to our Department.

The HELP project will function along the same principle as the Limited Examination Assistance Program (LEAP) and the Program Alternatives to Tradeswomen Hiring (PATH). As the HELP project is fully developed for implementation in the fall of 1987, additional information will be provided.

Should you have questions regarding HELP, you may wish to contact Louis Loera at (916) 324-7108, ATSS 454-7108, or TDD 324-0940, ATSS 454-0940.

FEEDBACK

Thanks to the following employees for that extra effort and commitment to the job. Your dedicated service has resulted in the following letters:

Richard Andrews, Assistant Director, Office of Emergency Services, wrote to Paul Savona, Chief, OREDS "...Please allow me to take a moment to commend **Bob Webster** of your staff. Bob has been working with the Governor's Office of Emergency Services on a particularly frustrating project for some time now, and continues to perform in an exemplary manner. His work product is superior and his personal manner professional."

Kyle McKinsey, Assistant Deputy Director, Department of Corrections wrote to Allan Tolman, Deputy Director and John Babich, Deputy Director "...The Department of Corrections wishes to thank you and your staffs for the time and commitment to finalizing and approving the sole service acquisition of telecommunications systems and our re-bid for future prisons. Without this approval to procure telecommunications systems new prisons could not be activated."

Edmundo Lopez, Department of Transportation wrote to Stim Suzuki, "... This is to thank you for the coverage given to the Civil Rights Office in the January 28, 1987 issue of the California State Contracts Register. I would like to take this opportunity to commend **Ms. Carol Ross** and your Contracts Register Staff."

Ed Keeton, DMV, wrote to Bob Hoover, Office of Procurement, "...This is to thank you and your staff for the support provided in the recent office automation procurement protest. Your expeditious and professional attention to the matter undoubtedly prevented considerable delay in implementing this important project."

Jack Spanaro, Department of Education, wrote to John Babich, Deputy Director "... This is to let you know of the outstanding assistance provided to us by **Ester Deogracia** during the recent purchase of a mobile telephone. Upon receipt of the approved purchase estimate Ester immediately contacted vendors and issued a purchase order. Installation was made the very next day. I feel Ester went beyond the "call of duty" on this task."

Shirley R. Chilton, Secretary, State and Consumer Services Agency wrote to **Dan L. Johnson**, Landscape Architect, Office of Buildings and Grounds, "... When I am in the Capitol, I often hear comments from people that California has the most beautiful Capitol they've ever seen. I, of course, agree with them and must thank you and your staff's fine effort in making it so lovely. It is hard to describe the extent of the pride that we all feel when we walk around the grounds. In addition to making the grounds so pretty, the staff working around the area has always answered questions about their work and plants in a very courteous and helpful manner. They deserve our thanks."

Stim Suzuki, Chief, Small and Minority Business wrote to Michael Bocchicchio, OSA, "... It is refreshing in today's business world that we encounter someone with the dedication of **Jeanette Chan**. I want to personally express my appreciation to you on the outstanding performance by Jeanette at our April 22, 1987 Architectural and Engineering workshop."

George Tregueiro, Atascadero State Hospital wrote to **Charlene Leventon**, Office of Procurement, "... I wish to take the opportunity to thank you for the help you have given us to date regarding material management auto-

mation. I look forward to continue working with you on this project."



C.P. Higuera, CHP wrote to Al Tolman, Deputy Director, "Please extend our appreciation to technicians **Al Cardillo** and **Bill Karches** for the outstanding job they did in relocating the Border Division dispatch operations . . . A special thanks to Al Cardillo for remaining at the new center far into the night to repair a console and ensure its reliability."



G.M. McElroy, Department of Transportation, wrote to Roger Zabkie, Telecommunications Division, "...I would like to express appreciation to **Dave Bail** and **Joe Berendson** for the cooperation and excellent help in completing our Converse Mt. Radio Relay Station. They gave me every assistance in the design and layout of the building and provided me with data for the tower and grounding system."



Raye A. Harrington, Office of the Treasurer, wrote to Robert Hoover, Office of Procurement, "... We at the Treasurer's Office would like to thank you and your staff for the exceptional level of assistance provided during our recent procurement process. We especially appreciate the quality of **Gary Hutchens'** technical support throughout the process and during our vendor discussions after release of the Intent to Award."



Michael Menton, Veterans Home of California, wrote to Stim Suzuki, Chief, OSMB "...In recent weeks our office has received outstanding service. It's always a pleasure to deal with people as positive and helpful as **Mary Ross.**"



H.N. Lewandowski, Department of Transportation wrote to **Steve Martini**, Office of Administrative Hearings, "Thank you for presiding as Hearing Officer at the Public Hearing held in Highland, CA on March 12, 1987 for the freeway projects . . . The professional manner in which you conducted the hearing is much appreciated, and is a credit to you, personally, and to the Office of Administrative Hearings."



Charles B. Bell, Los Angeles County wrote to **Spencer Joe**, Office of Administrative Hearings, "... On behalf of the L.A. County, Administrators of Special Education, I want to express our appreciation for your presentation Friday on due process hearings. Your comments were objective and relevant to the needs of the audience as evidenced by the many positive comments shared with me after the meeting."



Jerry Smith, Office of Procurement, received a letter from Leslie Campbell, Administrative Assistant to Lt. Governor Leo McCarthy complimenting the staff work of **Ruby Tripp**, **Dolores Kamka**, and **Walt Carter**. "... At different times in the last two months we have dealt with Ruby, Dolores and Walter. Each has been cheerful, courteous, and efficient. What a pleasure it is to be serviced by your office and a fine reflection of the facilities management."



Norm Ohren, President, Tectra, wrote the following letter to Glen Wilson, Office of Management, Technology and Planning, "... I am delighted to write you to compliment you on the SEEP group managed by **Christy Quinlan**. For the past three months, we have been conducting personal computer skills training workshops for the State of California employees, and working closely with Christy Quinlan and her staff. She and her entire staff are very professional. During the past few years we have worked with hundreds of organizations in both the public and private sector. Few have met SEEP's standard of performance."



Glenn Wilson, OMTF was honored by the United Way for his recent volunteer efforts. He gave over 30 hours of his own time to a two and one-half month Citizen Review Process. Working in a team, Glenn reviewed funding proposals, toured facilities and met with agency volunteers and staff before recommending levels of funding. As a result of the Review Process almost \$8 million was allocated to 117 local nonprofit agencies.

Glenn commented that through his participation in the allocation process he learned a great deal about the community and the needs of the agencies and people served by United Way.



Don M. Muchmore, California Museum of Science and Industry, wrote to **Catherine Wood**, Office of Insurance and Risk Management... "I want to express to you my most sincere appreciation for the immediate response I received from you. This is the most prompt service I have ever had with anyone related to the State of California and I have been associated with the State for a number of years."



M.L. Anderson, California Youth Authority, wrote to **Austin Eaton**, Office of Procurement... "I would like to take this opportunity to thank you and your staff for processing our Washington Ridge Camp order for a GMC Suburban last week.

This vehicle will play an important role at Washington Ridge as it is replacing the primary vehicle used during emergencies, escapes and transportation of custody/disciplinary cases.

Please accept our thanks from all Business Services staff. We appreciate the excellent service we received last week and on other difficult orders submitted throughout the year."



Andrew O. Hesse, Office of Administrative Law, wrote to P. K. Agarwal, OMTF... "This is just a short note, P K, to say thank you for allowing us the use of **Ken McKinstry's** time and expertise. Ken's knowledge and experience were very helpful to us in filling in the blank spots in our Feasibility Study Report. If Ken is an example of the types of people in your organization, OAL would feel very comfortable with our software development in your hands.



Allan G. Tolman, Telecommunications Division wrote to P. K. Agarwal, OMTF... "The Telecommunications Division recently purchased a large quantity of telephone equip-

ment that had previously been leased. An inventory of equipment leased statewide was provided to us by AT&T on computer tape in a form that was difficult to analyze in a narrow time frame.

Under the guidance of Joan Sommerville, **Agnes Lau** was assigned to extract and manipulate the data received. Agnes assisted in identifying data errors which, once corrected, resulted in a savings of \$275,000 to the State. Her efforts required extensive programming skills in data field manipulation and report production, as well as insight into the needs of our application. Because of time restrictions which would have affected the success or failure of the application, she willingly worked extra hours even when she was ill. Further, although she was about to catch a plane to leave on vacation, she reported to work at 6:30 a.m. to verify that the final reports had been successfully processed.

I would like to commend Agnes for her professionalism and dedication in supporting us in this project. She is very much a credit to your organization as well as to the Department.



Virgil J. Toney, Jr., Deputy Director, Department of Health Services wrote to **John Scordakis**, OMTF, "...Just a note to express to you personally my sincere thanks for all of your contributions and efforts in preparing the workload study relating to the Licensing and Certification Program. Without your support, this difficult and time consuming project would not have been finalized."



Shirley R. Chilton, Secretary, State and Consumer Services Agency, wrote to Rosamond Bolden, Chief, OB&G, "Everytime I go to the Capitol or even walk by it, as well as look out my window, I am filled with pride and admiration for the way it looks and what it means to all of us. I personally appreciate everyone's hard work and dedication to making it live up to our goals and aspirations. I've talked about the beauty of the capitol grounds often, but have not shared the appreciation with you. We thank you."



Marianna Castorena Rivera and Sherry Magee, State Personnel Board wrote to **Wally Love**, Office of the State Architect. "We wanted to thank you for taking the time to make such a well received presentation to the women attending our monthly workshop "How to Get a Blue Collar Job with the State of California."

Sherry and I were both very impressed with your ability to give concrete advice to these women seeking nontraditional careers. You were able to share your expertise and perspective freely and all of the women went away knowing that they now have an opportunity to move into occupational areas formerly closed them.

We welcome the opportunity to work with you again in a workshop setting.



Betty Rivers, Department of Parks and Recreation wrote to Gary Brown, Restoration Work Specialist, OSA... "Thank you again for

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the careful recovery of the bottles under the Smith house porch, and the precious paper materials in the interior walls. You and your crew are doing a fine job on the construction there; I'm grateful that you all showed the same skill and concern when you doubled as archeologists.

The bottles will be ideal for display at Allensworth State Park, and it looks as if they will give us a great deal of information — they held at least a dozen kinds of products, and span roughly 35 years. I'm delighted that I'll get to write up more than the bits of asphalt roofing, 1950's car parts, soda cans, etc., that we finally excavated in the barn area.

Please give my regards and thanks to Allen, Mike, Connie and Richard.

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Fran Thonley, Department of Food and Agriculture wrote to **Larry Guthrie**, Principal Architect, OSA, "... Just a note to express our appreciation for your personal assistance in getting the conversion of the Sacramento Vet Laboratory to Chemistry Laboratory project going and in getting funding approval."

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Bill Wong, Vice President, American River Chapter, American Society of Plumbing Engineers wrote Michael Bocchicchio, State Architect "... We wish to express our appreciation and commend **Mr. Ed Chandler**, of the Access and Compliance Section for presenting a very informative program to our chapter.

The presentation's main emphasis was examples of compliance problems that frequently surface during the construction phase of the building work and how OSA can assist with resolving these situations.

We believe that professional people, such as Ed who gives freely of their time, and share their knowledge and experience to our society promote high esteem and appreciation in OSA."

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Carol Ross, Office of Small and Minority Business received the following letter from Oscar Wright, California Small Business Advocate, Business, Transportation and Housing Agency... "On behalf of Governor George Deukmejian and the small business community, may I extend my appreciation for your article in the *Contracts Register*.

As California's Advocate for small business, my primary responsibility is to promote and assist small businesses whose obvious contribution to our State's economy is jobs. Your willingness to assist me in that endeavor is greatly appreciated."

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Ken McKinstry, OMTP, received a letter from Walter Harris, Jr., State Water Resources Control Board... "The purpose of this memo is to express appreciation for the excellent job done by **Doug Pearson** in the development and implementation of the Water Rights Quad Map Plotting System. We in the Data Management Office have been extremely satisfied and impressed with his performance in the design, development and implementation of the Quad Map Plotting System."

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Robert J. Gieser, Bureau of Narcotic Enforcement wrote to Allan Tolman, Telecommunications Division, "On the evening of 5/6/87 the Department of Justice's 24-hour Main Dispatch Center for Northern California was malfunctioning and inoperative. At 11:30 p.m. I telephoned your Sacramento Area Radio Technician, **Richard Engelsen**, at home. At 12:00 a.m. he arrived and immediately fixed the problem with the radio. The base station was up and operating at 12:20 a.m.

"Such timeliness is almost unheard of any more, especially at such a late hour.

"We appreciate Richard's quick call to duty."

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Stephen J. Irwin, California Conservation Corps wrote to John Babich, Deputy Director... "I would like to express my appreciation and that of all the Business Services Officers in the CCC for the excellent training. I have received much positive feedback... They tell me that, due to the training, they have a better understanding of how their duties and how well they perform them, affect the Office of Procurement and ultimately, our delegated purchasing authority. The instructor **Mike Hamilton**, did a very thorough job."

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David A. Peters, Department of Real Estate, wrote to Karl Engeman, Office of Administrative Hearings... "I have recently had occasion to compare reported hearing transcripts prepared by **Alice Westrich** and **Pat Fitzgerald** with those prepared by private court reporters in other parts of the State. As a result of these comparisons, it is clear that Alice's and Pat's transcripts are superior in quality and accuracy."

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Garth R. Tanner, Resources Agency, wrote to Allan Tolman, Telecommunications Division... "This memo is to express our thanks to the staff of the Telecommunications Division who worked in the conversion of the Folsom Lake State Recreation Area radio system from low band to 800 MHz. We particularly want to thank **Felicia Brown**, **Alfonso Castillo**, **Dan Delgadillo**, **Michael Deturo**, **Richard Engelsen**, **Kathy Velasquez**, **Rich Zanni**, **Jim Pratt** and Area 3 Supervisor **Michael Critchfield**. Please convey our sincere thanks to your entire crew for their highly professional efforts."

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Upon retirement, The California Highway Patrol presented **Roland W. Humeston**, Telecommunications Division, with a Certificate of Appreciation in recognition of outstanding service in the field of Communications Technology... "During the past seven years, you have maintained Barstow Area's communications system which is located in the largest geographical area served by your Department. Your personal interest in providing service to the CHP areas dependent on this communications network has been outstanding and of immeasurable value in facilitating officer safety. Additionally, you have been commended on several occasions by uniformed personnel for your assistance at various traffic-related incidents during your tenure. Hummy, we all thank you for a job well done and wish you the best during your retirement years."

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Jones Development Co. wrote to **Joseph L. Mickelson**, OREDS... "We want to thank you and your office for the smooth and professional manner in which you represented the State's interest throughout our negotiations.

We are satisfied that both the State of California and the seller, Jones Development Co. benefited from this purchase/sale."

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Sherri Sartori, The Huntington Group, wrote to Frank Davidson, OREDS... "I recently had the opportunity to meet with **Brian Bailey** and **Greg Nyland**. I wish to express my appreciation for their willingness to get involved with our questions and needs regarding the Forum Building and 1029 J Street. Both of these leasing officers were informative, responsive and overall, a sincere pleasure to work with."

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J. Chris Graves, Department of Real Estate wrote to Mel Gilliard, OB&G... "This is to express our appreciation for the top quality services and assistance we received from your San Diego Office Building Manager, **John Evans** and his crew pursuant to our recent move. A special thanks goes to **John Lair**, **Duane, C.J.** and **Bill** for the promptness and courteous attitudes."

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Department of Corrections wrote to Mel Gilliard, OB&G... "Due to a fire, we were temporarily housed in the State Building on 3rd Street, San Bernardino. During this period of turmoil, frustration and stress we were compelled to rely on **Mr. Lands** to provide solutions to many taxing problems. Our requests were received with genuine concern and always his responses were professional with positive optimism.

We wish to commend Mr. Lands for his attitude and actions in our behalf and compliment you for having such an excellent employee. He is a credit to himself and your department. Please express our many thanks to him."

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Department of Motor Vehicles wrote to **Glenn Wilson**, OMTP... "You will be glad to know that the video you helped us put together was a hit at the director's staff meeting. We really want to thank you for taking the time (your lunch hour) to help us put it together. I think the video gave DMV top management a good insight to what the system can do and, perhaps more importantly, a degree of confidence in that it will be accepted and contribute to increase in productivity."

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The Stuart Rental Company wrote to W. J. Anthony, Director... "The Stuart Rental Company recently installed a large tent in the Pat Brown State of California Building in San Francisco, in connection with the Black and White Ball on May 1, 1987.

Our ability to accomplish this difficult installation and contribute to the success of the event was due in large part to Building Manager, **Rae Garner** and her highly professional staff, particularly **Manny Merino** and **David Juarez**."

Superconducting Super Collider



Christal Waters, Project Manager, points to a potential site for the Superconducting Super Collider.

*by Barbara Rochlin
Office of Project Development
and Management*

The Department of General Services, Office of Project Development and Management (OPDM) is providing technical support for California's bid on one of the world's largest experimental projects: the Superconducting Super Collider (SSC). The federal government is looking at various sites for the proposed SSC, a \$4.4 billion particle accelerator that will be used to study the structure and composition of protons, which are subatomic particles within the nucleus of an atom.

OPDM is managing the Environmental Impact Report (EIR) process for the California Collider Commission and the University of California. Christal Waters, who is the Project Manager from OPDM, is coordinating the study of two possible sites for the project: one in Yolo-Solano County and the other near Stockton. The DGS Office of Real Estate and Design Services (OREDS) is managing the real estate aspect of the project with George Dutra as Project Manager.

When Christal talks about the project, you can sense her excitement. Her office, piled high with papers, reports and maps, attests to

this energy she brings to the project. She turns to retrieve a report, then says, "What really makes the project interesting is the process of siting the project, minimizing the impacts to the environmental and community values."

The SSC will consist of a 10-foot diameter tunnel constructed approximately 50 feet underground. The tunnel will form an oval-shaped ring about 53 miles long. Proton beams will be accelerated in opposite directions to nearly the speed of light, confined within the ring by powerful superconducting magnets. At various experimental stations along the ring, the proton beams will cross, causing the protons to collide at combined energy levels of 40 trillion energy volts, nearly 20 times the energy levels of any existing accelerators here or in Europe. The subatomic debris that will result from these collisions will give scientists insights into the most basic nature of matter and the origin of the universe.

Several states are aggressively competing for this project. This eagerness stems from the potential economic value the SSC would bring to the winning state: \$4.4 billion in construction costs, 2,500 permanent jobs, numerous visiting professionals, a

\$270 million annual budget, and the prestige of being a world research center.

Managing the environmental process for the California proposal keeps Christal and her supervisors, Bob Sleppy and Jim Hargrove very busy meeting with landowners, public officials and interested citizens. Public interest in the SSC has remained high because of the amount of land that would be needed (about 16,000 surface acres) and the diversity of environmental and community values that can be encountered in a 53-mile circle. For example, both potential locations for the ring are in major agricultural areas of the Central Valley. Much work is being done with the farm community to make sure the SSC's impact on farming would be minimized as much as is practically possible.

The deadline for these site proposals to the Federal Department of Energy is Sept. 2, 1987. A short list of the most qualified sites will be determined by December 1987. A preferred site will be selected in July 1988, and a final federal decision on the site is anticipated in January 1989.

Whatever the outcome, Christal's enthusiasm, as she scurries from meeting to meeting, could only be matched by the energy level of the SSC project itself.

A Ball at the State Building

The new Governor Edmund G. "Pat" Brown State Building in San Francisco was one of seven sites used by the San Francisco Symphony's Black and White Ball, hailed as San Francisco's Biggest Dance Party, on May 1, 1987 from 9 p.m. to 4 a.m.

The 8,800 square foot open courtyard was the location for country western music. A tent, staging and lighting were installed for the event. Cutouts of Will Rogers, Tom Mix, western wagons, desert scenes and balloons, decorated the planters and windows of the courtyard. Black and white banners, balloons, miniature and revolving spotlights decorated the exterior and entrance. KSAN, the local FM country station, broadcasted the live entertainment.

The Office of Buildings and
(Continued on page 16)

Service Awards



Congratulations are in order for the following employees of the Department of General Services who have completed 25 years of service with the State. Best wishes to you and thank you for your contributions to our Department and the State of California.

JULY

- Claire Blazer Office of Management Technology and Planning
- Jack E. Bruce Office of State Architecture
- Donald M. Lai Office of State Architecture
- Donald K. Emerson Office of Support Services
- Teri A. Moore Office of Procurement

AUGUST

- Robert Donald Jacobs Office of Buildings and Grounds

RETIREMENTS

- Arthur W. Ullner California State Police

of State's Office, she told her boss about what she had done and made a pitch that such a service was badly needed in the State and that she was the person who could do it. Her boss agreed and as a consequence of that one free study, Claire was promoted to a Junior Staff Analyst.

She was then transferred from the Word Processing Center to the Business Equipment Management Section where she ultimately became an Associate level analyst.

During Claire's 10 years at Business Equipment Management she performed over 55 word processing studies for almost every state department.

On July 1, 1985, her function was transferred from the Office of Support Services to the Office of Management Technology and Planning.



Will Rhodes, (c) OB&G is congratulated by Billy D. Curry, Building Manager III and Tim Lester, Janitor Supervisor III, on the receipt of his 25-Year Award.



Claire Blazer, OMTTP is congratulated by P.K. Agarwal on the receipt of her 25-Year Award.

Claire Blazer Celebrates 25 Years of Service

A DGS employee since 1975, Claire Blazer recently celebrated 25 years of State service.

Her first assignment in the Department was to supervise the Word Processing Center which was housed on the first floor of OB #1. While in that capacity, she was contacted by

the Secretary of State's Office and asked if she would assist them in identifying their word processing needs. On her own time she performed a study for them and they ultimately followed all of her recommendations.

After her success with the Secretary

The Ball...

(Continued from page 15)

Grounds, the California State Police and the State Police Explorers were on hand throughout the evening to handle and secure the limited access to the interior of the building and garage.

The Ball, held simultaneously on seventeen stages in seven different buildings within a seven-block area of the Civic Center, starred more than forty-five orchestras, bands and entertainers and featured refreshments donated by over forty-five Bay Area restaurants and food vendors. Approximately 12,000 party-goers, paying \$150.00 each, attended the Ball which netted over \$1 million for the San Francisco Symphony.